

ITALIAN BILINGUAL SCHOOL

Enrolment Policy and Procedures

1.0 Rationale

The Italian Bilingual School is a non-denominational primary school providing a bilingual education in English and Italian. The criteria for enrolment at the School are equitable, open and non-discriminatory. Geographic boundaries are not taken into consideration in the enrolment process of the Italian Bilingual School. All applications are processed in order of receipt; consideration may be given to siblings already attending the school and other criteria determined by the school from time to time.

General Policy

Language competence in either English or Italian is not a prerequisite for students enrolling at IBS.

Children who turn five years of age on or before 30th June on the year of enrolment are eligible to enrol in Kindergarten, provided the teachers attest to the child's readiness to commence formal schooling. The School may also contact the child's previous school/pre-school and consult with the primary caregivers to further ascertain school readiness and suitability of a bilingual learning environment such as that of IBS for the individual student.

Non-Australian citizens holding a valid visa, meeting Commonwealth Government regulations, and the minimum age requirement of the School, are welcome to enrol. Certain types of visas may attract additional fees.

2.0 Aims

- To provide a clear and consistent approach to student enrolment.
- To ensure students have access to a quality education regardless of their circumstances.

3.0 Implementation

- Language competence in either English or Italian is not a prerequisite for students enrolling at IBS.
- Children who turn five years of age on or before 30th June on the year of enrolment are eligible to enrol in Kindergarten, provided the teachers attest to the child's readiness to commence formal schooling. The School may also contact the child's previous school/pre-school and consult with the primary caregivers to further ascertain school readiness and suitability of a bilingual learning environment such as that of IBS for the individual student.
- Non-Australian citizens holding a valid visa, meeting Commonwealth Government regulations, and the minimum age requirement of the School, are welcome to enrol. Certain types of visas may attract additional fees.



Procedures

- A copy of the child's birth certificate and, where applicable, visa number, will need to accompany the enrolment form.
A completed copy of the enrolment form and a signed copy of the Media Consent form, the Acceptable User Policy, Outings and Library Permission are to be placed in the student's file at the beginning of enrolment (once these forms are on file, there is no need to complete these forms every year).
- Enrolments must be accompanied by documented evidence of immunisation status.
- Where parents elect not to immunise their child, the School, under the Public Health (Amendment) Act 1992, will require that unimmunised children remain at home in the event and for the duration of an outbreak of a vaccine-preventable disease.
- Enrolment may be refused on the grounds of previously documented violent behaviour.
- Relevant enrolment forms must be completed and accompanied by due payment of applicable fees.
- An Open Day will be held at the beginning of Term 2 (end of April) to promote the school to the community. During the first two weeks of May, enrolment opportunities are advertised, and interviews organised. The enrolment process usually entails an interview with the Principal and a preliminary assessment by the teachers if needed to ascertain questions such as school readiness and/or suitability of a bilingual learning environment such as that of IBS for the individual student. Parents are expected to enrol their students for Kindergarten at this time.
- Where a waiting list applies, precedence may be given to students attending the IBS Preps program.
- Siblings of students attending IBS will be given precedence.
- New and continued enrolment is subject to acceptance of the policies, rules and regulations governing the Italian Bilingual School and willingness to support the philosophy underpinning the School.
- Parents/primary caregivers will be notified of the outcome of their application in writing.
- A Media Consent Form and an Acceptable User Form are to be completed at enrolment and stored in each student's folder.
- A Register of Enrolments will be retained by the School for a **minimum period of five (5) years** before archiving.

Enrolment of Students with Special Needs

Each application will be considered individually by the Principal and the Co.As.It. Board of Directors.

Factors which will influence any decision include:

- Adequacy of support services and resources
- Whether the student can be provided with an appropriate educational program
- Welfare of other students

4.0 Review

This policy will be reviewed according to the Co.As.It. Records Management Policy.

Related Policies	
Related Forms	
<ul style="list-style-type: none"> • Enrolment Application • Terms and Conditions • Agreement • Health Questionnaire 	
Prepared by: Valeria De Fina	Date: October 2005
Reviewed by: IBS Advisory Board	Date: October 2005
Reviewed by: Glenda Fegent and Andrea Comastri	Date: March 2007
Reviewed by: Robert Ruggeri and Kim Irvine	Date: December 2009
Reviewed by: Colin May, Silvia Onorati, Franca Di Cino	Date: March 2015
Reviewed by: Giuseppina Pappalardo	Date: March 2020
Approved by General Manager as delegate for the Co.As.It. Board on: 2020	
To be reviewed on: 2024	